



U.S. MISSION IN MEXICO
APPLICATION FOR FOREIGN NATIONAL EMPLOYMENT

1.	Position Applying for:	Vacancy Number/ Date:
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2.	FULL NAME:	
	(LAST)	(FIRST) (MIDDLE)
	<hr/>	
3.	PRESENT ADDRESS AND TELEPHONE NUMBER:	
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4.	CURRENT CITIZENSHIP: _____
5.	DUAL CITIZENSHIP? IF YES, WHAT NATIONALITY: _____

6.	Do you have any relatives that work for the Consulate: If yes, please list name, section and how long they have been employed?
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7.	<u>NAME OF EDUCATIONAL INSTITUTIONS</u>	<u>DATES ATTENDED</u> <small>From To</small>	<u>TYPE OF DEGREE OR CERTIFICATE</u>	<u>DATED RECEIVED</u>	<u>MAJOR SUBJECT/FIELD OF STUDY</u>
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8. LANGUAGES: (Identify the language and indicate extent of your competence for each :

5 = fluent; 3 = good; 1 = fair; 0 = not at all

LANGUAGE	SPEAK	READ	WRITE	UNDERSTAND

9. SPECIAL QUALIFICATIONS AND SKILLS :

List any special skills you possess and equipment you can use such as forklifts, office equipment, certifications, and computer software applications

10. PERIODS OF EMPLOYMENT: For your last three periods of employment, provide the following information. Begin with your present position and work backwards.

A. NAME OF EMPLOYER: _____

B. FULL ADDRESS: _____

C. DATES WORKED (month/day/year): FROM _____ TO _____

D. TITLE OF POSITION: _____

E. NAME OF IMMEDIATE SUPERVISOR TITLE TELEPHONE NUMBER

F. DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

G. REASON FOR LEAVING: _____

A. NAME OF EMPLOYER: _____

B. FULL ADDRESS: _____

C. DATES WORKED (month/day/year): FROM _____ TO _____

D. TITLE OF POSITION: _____

E. NAME OF IMMEDIATE SUPERVISOR	TITLE	TELEPHONE NUMBER
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F. DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

G. REASON FOR LEAVING: _____

A. NAME OF EMPLOYER: _____

B. FULL ADDRESS: _____

C. DATES WORKED (month/day/year): FROM _____ TO _____

D. TITLE OF POSITION: _____

E. NAME OF IMMEDIATE SUPERVISOR	TITLE	TELEPHONE NUMBER
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F. DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

G. REASON FOR LEAVING: _____

11. REFERENCES: List three persons not related to you by blood or marriage (do not list previous supervisor) who are qualified to supply definite regarding your character and ability to perform job duties.

	NAME	MAILING ADDRESS	TELEPHONE	OCCUPATION
1.				
2.				
3.				

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

1. I understand that any information I give may be investigated and that a false statement may be grounds for not hiring me or for dismissal if I am selected.
2. I understand that, if I am provisionally selected, Embassy-required security and full medical clearances are a requisite to continued employment.
3. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations, to Embassy-authorized investigators and personnel staff.
4. I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date